Confirm a Single Deposit

To confirm a single deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposits* page displays.

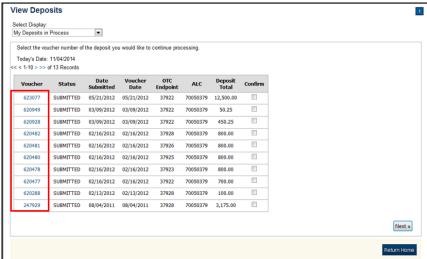


Application Tip

To locate deposits, you can also click Search Deposits.

- 2. From the Select Display drop-down menu, select My Deposits in Process.
- 3. Click the **Voucher Number** for the deposit details you want to process, as shown in Figure 1. The *View Submitted Deposit* page displays.

Figure 1: View Deposits





Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any deposits.

4. Click **Confirm**. The Step 1 of 2: Define Information for Deposit Confirmation page displays.

5. Enter the deposit information and click **Next**, as shown in Figure 2. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

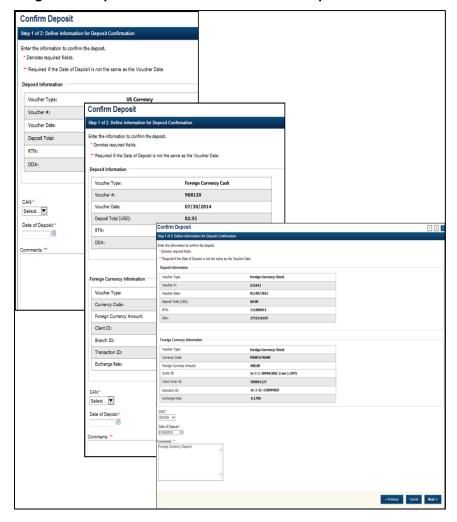


Figure 2: Step 1 of 2: Define Information for Deposit Confirmation

US Currency Deposits (both cash and check)

- Select the CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required
- Enter the CCWU (Cost Center Work Unit Number)
- Enter the 1 Day Deferred
- Enter the 2 Day Deferred



Application Tips

- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.
- The CCWU, 1 Day Deferred, and 2 Day Deferred are for Federal Reserve Bank (FRB) deposits only.

Foreign Currency Cash

- Select the CAN/ACCT Key
- Enter the **Date of Deposit**
- Enter Comments, if applicable and/or required

Foreign Check Items

- Enter the Exchange Rate under Foreign Currency Information
- Select the CAN/ACCT Key)
- Select the Date of Deposit
- Enter the Deposit Total (USE) (US Dollar Equivalent)
- Enter Comments, if applicable and/or required



Application Tips

- The Date of Deposit cannot be less than the FRB CA\$HLINK process date. If the
 Date of Deposit is different from the Voucher Date, enter an explanation for the
 difference in the Comments box.
- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.
- 6. Verify the information is correct and click **Submit**. Click **Edit** to modify the data entered. A *Confirmation* page displays stating that the deposit has been confirmed.



Additional Buttons

- Click **Adjust** to adjust a deposit.
- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click View Voucher Event Log to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.